ELECTION OF DIRECTORS

The Articles of the Corporation provide for a minimum of 3 and a maximum of 15 directors. As presently determined, the Board shall consist of eleven directors (The President; The Secretary Treasurer; Athlete Development Director; Dance Director; Coaching Development Director; Judging Development Director; Members at Large (5)) who are elected whose terms of office shall be 2 years from the final adjournment or termination of the meeting at which they are elected until the second annual meeting next following; provided that a retiring Director shall retain office until the adjournment or termination of the meeting at which their successor is elected or until their successors are duly elected, unless a director vacates his office in accordance with the Articles of the Corporation or the law applicable to the Corporation.

Director Position	Present Board of Directors	Term Expires	Served Since	Occupation
President	Jennifer Ritchie	2020	2015	Owner
Secretary / Treasurer	Jennifer Ingham	2019	2016	Teacher
Judging Development	Ashley Herchak	2020	2016	Media Coordinator
Coaching Development	Ashley Stevenson	2020	2013	Nurse
Athlete Development	Kyla Moffatt	2019	2016	Teacher
Dance	Carley Weisbeck	2019	2017	Owner
At Large	Melissa Marlzoff	2019	2017	Nurse
At Large	Lesia Rathje	2020	2018	Owner
At Large	Shanda Leftley	2019	2013	HR Manager
At Large	Vacant	2020		
At Large	Vacant	2019		

NOMINATIONS FOR DIRECTORS

Nominations for the director positions will be received up until the 8th day of May at 4:30 p.m. local time. The enclosed nomination form **Parts 1 and 2** must include the signature of the nominee along with two separate eligible member signatures nominating the candidate. The nominated candidate must submit the completed form along with a short resume/qualifications to Saskatchewan Cheerleading Association, 7103 Maple Valley Cres., Regina, Saskatchewan, S4X 0B2 or emailed to info@sca.ca with the subject line Nomination Forms by the deadline date.

SASKATCHEWAN CHEERLEADING ASSOCIATION.
NOMINATION FOR DIRECTOR

Part 1

I, _____ hereby consent to being nominated for election for the office of Director for Saskatchewan Cheerleading Association at a meeting of the members of Saskatchewan Cheerleading Association to be held on the 25th day of May 2019.

Dated _____ Signature _____

Print Name: _____

The undersigned, being eligible members of Saskatchewan Cheerleading Association do hereby nominate

_____, for election to the office of Director for Saskatchewan Cheerleading Association.

Dated _____ **Signature** _____

Print Name: _____

Dated _____ **Signature** _____

Print Name: _____

Incomplete forms will be considered invalid.

If you should require further information, please contact Alissa Stewart, Executive Director, 1 (306) 343-7221.

PLEASE COMPLETE AND SUBMIT BOTH PART 1 AND PART 2

SASKATCHEWAN CHEERLEADING ASSOCIATION

NOMINATION FOR DIRECTOR

Part 2

Name of Nominee _____

Please Print Clearly

Address

Box # _____

Street Address _____

Town/City _____

Province _____

Postal code _____

Country _____

Occupation _____

	Please Check One			
Are you less than 18 years of age?	Yes		No	

	Please Check One			
Have you ever been bankrupt?	Yes		No	

	Please Check One			
Have you ever been a director of a company that has been bankrupt or ceased traded?	Yes		No	

Director Position	Please Check One			
Secretary/Treasurer	Yes		No	
Athlete Development Director	Yes		No	
Coaching Development Director	Yes		No	
Performance Cheer Director (Dance)	Yes		No	
Member At Large	Yes		No	

	Please Check One			
If you are running for a named director position, and unsuccessful, do you want your name to stand for a Member at Large Position?	Yes		No	

Please attach a brief history of your experience and/or qualifications for this position.

Signature of Nominee _____

Board Positions & Duties

The following list provides a general summary of the responsibilities of each board member position. Most of the positions require a significant amount of time and all require a huge amount of dedication. This is not a complete list; duties will arise during the year that will be assigned to individuals.

President

- Assume full responsibility for the operation of the Association. Ensure the SCA maintains integrity and a positive image – through correspondence and the website.
- Call, attend and chair all board meetings, all membership meetings (including the AGM).
- Head of the board of directors. All board members are to report to the president. Appoints committees to complete projects which fall outside the scope of SCA director's roles and responsibilities.
- Promote all SCA activities, clinics, and conferences.
- Major spokesperson for the SCA - provide official responses for any questions or concerns raised by any members or non-members of the association.
- Assign a meeting chair in the event that he/she cannot attend a meeting
- Shall be one of the four (4) signing officers for the Association. Shall assign the fourth signing officer for the Association.
- Act as Chair for the Governance Committee
- Upon resignation as president, must remain on as a past-president (see past president role below)
- The Board may, from time to time, designate specific officers for the Corporation and until further determined, the officers shall consist of the President and Secretary-Treasurer

Secretary/Treasurer

- Attend all SCA board meetings
- Shall be one of the four (4) signing officers for the Association.
- Oversee and review the monthly financial statements
- Ensure that the association's financial policies are respected
- Ensure that Secretary/Treasurer duties routinely carried out by the Executive Director are completed and reported to the Secretary/Treasurer
- Approve the draft annual budget prior to presentation to the Board of Directors
- Oversee the preparation of the annual audited financial statements
- Sign the annual audited financial statements after they have been approved by the Board of Directors
- Present the annual audited financial statements to the Annual General Meeting
- Record the meeting minutes at all SCA board meetings, the SCA Spring Membership Meeting and SCA Fall Annual General Meeting
- Send all meeting minutes to the Executive Director in a timely manner
- Act as Chair for the Finance Committee
- The Board may, from time to time, designate specific officers for the Corporation and until further determined, the officers shall consist of the President and Secretary-Treasurer

Athlete Development Director

- Attend all SCA board meetings.
- Official coordinator for the SCA cheer clinic program. Will work with teams to determine proper level for clinic being conducted, and secure instructors. Will communicate times and instructors to the executive director for payment.
- Official coordinator for the SCA Provincial Cheerleading Championship. Will work with the executive director to ensure all the necessary details are in place.
- Work with the Executive director to co-ordinate all aspects of these events - set event dates in coordination with the board, plan for the event by securing the necessary resources (people, location, materials), advertise the event to SCA Members, set up for the events and be in attendance to ensure that the events run smoothly.
- Plan and coordinate any additional athlete development clinics and/or conferences offered by the SCA

Performance Cheer (Dance) Director

- Attend all SCA board meetings.
- Conduct certification clinics for dance judges.
- Organize the dance coaches' certification clinic. Oversee clinicians and content of the clinic.
- Resource person for dance interests within the Association.
- Respond to questions/concerns regarding the dance divisions in a professional and timely fashion.
- Ensure the SCA is up to date with the international dance community. Will communicate with the judging director and executive director when relevant changes to judging materials, rule or standards are needed in order to maintain alignment with the current Cheer Canada/IASF dance practices.
- Must have previous experience with the dance program as it exists under the cheerleading umbrella (athlete, coach or judge). A strong background in all dance is an asset.

Coaching Development Director

- Attend all SCA board meetings.
- Organize the cheer coaches' certification clinics. Oversee clinicians and content of the clinic.
- Work with the executive director to maintain an updated spreadsheet of SCA certified coaches
- Official co-ordinator of the SCA Coaches' Conference, including planning sessions and securing speakers/instructors. Will communicate with the executive director to ensure facilities, sponsorships and member communication about event are in place. Have a very detailed understanding on the Cheer Canada/IASF rule set and scoring methods.
- Resource person for cheer interests within the Association (both scholastic and all-star).
- Ensure the SCA is up to date with the international cheer community. Will communicate with the judging development director and executive director when relevant changes to judging materials, rule or standards are needed in order to maintain alignment with the current Cheer Canada/ISAF practices.
- Must have previous cheer and all-star experience.

Judging Development Director

- Attend all SCA board meetings.
- Work for continued development of the cheer judges' certification program.
- Coordinate certification clinics for cheer judges.
- Have a very detailed understanding of the Cheer Canada score sheets and judging methodology.
- Respond to questions/concerns regarding the cheer divisions in a professional and timely fashion.
- Have a very detailed understanding on the Cheer Canada/ IASF rule set and scoring methods.
- Ensure the SCA is up to date with the international cheer community. Will communicate with the judging development director and executive director when relevant changes to judging materials, rule or standards are needed in order to maintain alignment with the current Cheer Canada/ISAF practices.
- Must have previous cheer and all-star experience.

Members at Large (Up to 5)

- Attend all SCA board meetings.
- Each member at large will be assigned to a director as an assistant (marketing director excluded)
- Promote all SCA events, certifications, credentialing opportunities, and other resources that are available to the membership they are representing.
- Other duties as assigned.